

Table of Contents

KABC	Contract Inquiry By Agency and Buyer Screen	4
KACG	Contract Accounting Distribution Screen	4
KADS	Contract Accounting Distribution Summary Table	4
KAMD	Contract Amendment/Change Screen	4
KANO	Contract Inquiry By Purchasing Agency Screen	4
KANV	Contract Inquiry By Agency Number and Vendor Screen	4
KARD	Contract Audit Tickler Screen	4
KASC	Contract By Agency, Status and Agency Contract Number Screen	4
KAST	Contract By Agency and Status Code	4
KAUD	Contract Audit Screen	5
KBST	Contract Inquiry By Status and Buyer Code Screen	5
KCAC	Contract Amendment Accounting Distribution Screen	5
KCAS	Contract Amendment/Change By Agency and Status Code Screen	5
KCOP	Contract Capital Outlay Summary Screen	5
KCPY	Contract Copy Screen	5
KCRN	Contracts By Contract Review Number Screen	5
KCTX	Contract Amendment Text Screen	5
KCUP	Contract Advance Refund Screen	6
KCVR	Contract Cover Sheet Screen	6
KDES	Contract Description Screen	6
KENL	Contract Line Information Screen	6
KENT	Contract Entry Screen	6

CONTRACT FINANCIAL MANAGEMENT SUBSYSTEM	USER GUIDE
APPENDIX G - CFMS PROGRAM PURPOSE STATEMENTS	

KEN2	Contract Entry Detail Screen	6
KILN	Contract Invoice/Payment Line Screen	6
KILT	Contract Invoice Line Text Screen	6
KIL2	Contract Invoice Line Text Continuation Screen	6
KIMI	Contracts By CFMS Invoice Number Screen	7
KINI	Contracts Invoice By Vendor Number Screen	7
KINV	Contract Invoice/Payment Screen	7
KLBL	Contract Labels Screen	7
KLDL	Contract Line Demographics Labels Screen	7
KLDM	Contract Line Demographics Data Screen	7
KMOD	Contract Line Item Description Change Screen	7
KNKN	Contracts By Prior Contract Number Screen	7
KNPI	Contract Non-Payable Invoice/Payment Screen	7
KNTE	Contract Notes Screen	8
KODM	Contracts Header Demographics Data Screen	8
KOFY	Contract Fiscal Year Not To Exceed Amounts Screen	8
KOF2	Encumbrances, Payments, Adjustments Balances Screen	8
KOF3	FY Retainage, Advance, and Deferred Compensation Amounts Screen	8
KOF4	Advances, Retainage, Recoupment Balances Screen	8
KOFC	Contract Fiscal Year Conversion Screen	8
KPAG	Contract Payment Accounting Distribution - Multiple Screen	9
KPA2	Contract Payment Accounting Distribution - Single Screen	9
KPAS	Contract Payments By Agency and Status Code Screen	9
KPER	Contract Vendor Performance Screen	9

CONTRACT FINANCIAL MANAGEMENT SUBSYSTEM USER GUIDE
APPENDIX G - CFMS PROGRAM PURPOSE STATEMENTS

KPVN	Contract Payment By Payment Voucher Number Screen	9
KSCD	Payments/Retainage Schedule Screen.....	9
KSC2	Recoupment/Deferred Compensation Schedule Screen	9
KSTA	Contract Inquiry By Status Code Screen.....	9
KSTC	Contract Change By Status Code and Change Number Screen.....	10
KTLE	Contract Inquiry By Contract Title Screen	10
KTNO	Contract Inquiry By T-Number Screen	10
KTN2	Contract Inquiry By T-Number Table #2 Screen.....	10
KVIN	Invoices By Agency, Contract Number and Vendor Invoice Number	10
KVNO	Contracts By Vendor Number Screen.....	10
ORPT	Online Report Submission Screen.....	10
RPT2	Online Report Submission Continuation Screen.....	10

KABC	Contract Inquiry By Agency and Buyer Screen: The purpose of the Contract Inquiry by Agency and Buyer screen is to provide the user with a list of contracts and their titles for the Contracting Agency and Buyer Code specified. Access is granted only to those contracts for which the user has security access.
KACG	Contract Accounting Distribution Screen: The purpose of the Contract Accounting Distribution screen is to provide the ability to add, change, delete or inquire an accounting distribution record. This record provides the interface with the accounting system to allow for pre-encumbrance or encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.
KADS	Contract Accounting Distribution Summary Table: The purpose of the Contract Accounting Distribution Summary screen is to provide the user with a list of the accounting distributions defined for a contract by fiscal year. Access is granted only to those contracts for which the user has security access.
KAMD	Contract Amendment/Change Screen: The purpose of the Contract Amendment/Change screen is to provide the user with the capability to add, change, delete or inquire contract amendment/change records. Access to the records is granted only to those users that have security access.
KANO	Contract Inquiry By Purchasing Agency Screen: The purpose of the Contract Inquiry by Purchasing Agency screen is to provide the user with a list of contracts and their titles for the agency specified. Access is granted only to those contracts for which the user has security access.
KANV	Contract By Agency Number and Vendor Screen: The purpose of the Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.
KARD	Contract Audit Tickler Screen: The purpose of the Contract Audit Tickler screen is to provide the user with the ability to add, maintain and generate tickler letters and reports. The letters and reports are generated based on audit and resolution due dates stored on the Contract Audit screen (KAUD). Access is granted only to those contracts for which the user has security access.
KASC	Contracts By Agency, Status and Agency Contract Number Screen: The purpose of the Contracts by Agency, Status and Agency Contract Number screen is to provide the user with a list of contracts and their titles for the contracting agency, status code and agency contract number specified. Access is granted only to those contracts for which the user has security access.
KAST	Contracts By Agency and Status Code: The purpose of the Contract by Agency and Status Code screen is to provide the user with a list of contracts and their titles and change dates for the agency and status code specified. Access is granted only to those contracts for which the user has security access.

KAUD	Contract Audit Screen: The CFMS Contract Audit Table is to provide the user with the ability to add, maintain and inquire contract audit requirement data. Access is granted to those contracts for which user has security access.
KBST	Contract Inquiry By Status And Buyer Code Screen: The purpose of the Contract Inquiry by Status And Buyer Code screen is to provide the user with a list of contracts and their titles, status codes, and change dates for the contracting agency and buyer code specified. Access is granted only to those contracts for which the user has security access.
KCAC	Contract Amendment Accounting Distribution Screen: The purpose of the Contract Amendment Accounting Distribution screen is to provide the ability to add, change, delete or inquire an accounting distribution change record. This record provides the interface with the accounting system to allow pre-encumbrance or changes of encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.
KCAS	Contract Amendment /Change By Agency and Status Code Screen: The purpose of the Contract Change by Contracting Agency and Status Code is to provide the user with a list of contracts by agency number and status code any changes that are in effect for the contract. Should further detail be required, the user can leaf to the desired KAMD record if he has the correct security access.
KCOP	Contract Capital Outlay Summary Screen: The purpose of the Contract Capital Outlay Summary screen is to provide the user with a list of capital outlay contract accounting line summary information. This screen will display payable and non-payable contract information by sub-project. It will also display the conversion and retainage amounts. Data displayed is updated in the nightly cycle.
KCPY	Contract Copy Screen: The purpose of the Contract Copy screen is to provide the user with capability to copy CFMS contracts. Access is based on contracting agency and is granted only to those contracts which the user has access.
KCRN	Contracts By Contract Review Number Screen: The purpose of the Contracts by Contract Review Number screen is to provide the user with a display of a contract's values, encumbrance, and expenditure. Access is granted only to those contracts for which the user has security access.
KCTX	Contract Amendment Text Screen: The purpose of the Contract Amendment Text screen is to provide the user with the capability to document text that is pertinent to a particular contract amendment.

KCUP Contract Advance Refund Screen: The purpose of the Contract Advance Refund screen is to provide the user with the capability to record contract recoupment history. The recoupment payments (checks) themselves will be directly entered into GFS as receivables. The maintenance of recoupment will be for historical purposes, to keep track of the total recoupments made against the recoupments owed. Access is granted for those users with proper security.

KCVR Contract Cover Sheet Request Screen: The purpose of the Contract Cover Sheet Request screen is to provide the Office of Contractual Review with the capability to enter contract(s) and/or contract amendment(s) that need to be printed on a system generated OCR Cover Sheet.

KDES Contract Description Screen: The purpose of the Contract Description screen is to allow the user to maintain additional description text for a given contract. This description text will be used by the system as information for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

KENL Contract Line Information Screen: The purpose of the Contract Line Information screen is to provide the user with the capability to add, change and inquire information on contract lines. If class/sub-class is added on KENT screen, then a KENL will be built with the class\sub-class indicated on KENT and a item number equal '000000'. Access is granted only to those contracts for which the user has security access.

KENT Contract Entry Screen: The purpose of the Contract Entry screen is to provide the user with capability to enter and maintain social services, professional, capital outlay construction, and other contracts. Access is based on contracting agency and is granted only to those contracts which the user has access.

KEN2 Contract Entry Detail Screen: The purpose of the Contract Entry Detail screen is to provide the user with the capability to set up the payment basis and change and inquire certain data elements of the contract record. Security is based on contracting agency and access is granted only to those contracts which the user has access.

KILN Contract Invoice/Payment Line Screen: The purpose of the Contract Invoice/Payment Line screen is to provide for maintenance and inquiry of invoice line information. Access will be granted to those users with proper security.

KILT Contract Invoice Line Text Screen: The purpose of the Contract Invoice Line Text screen is to provide the user with the ability to record vendor information with respect to a specific invoice line. Access is granted to those contracts for which the user has security access.

KIL2 Contract Invoice Line Text Continuation Screen: The purpose of the Contract Invoice Line Text Continuation screen is to provide the user with the ability to insert or delete lines of text from the Contract Invoice Line Text screen (KILT). Access to this screen can only be achieved by leafing from KILT. When appropriate action has been indicated, the system will automatically return to KILT upon depressing enter key to process the indicated action.

KIMI	Contracts By CFMS Invoice Number Screen: The purpose of the Contracts by CFMS Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the CFMS assigned Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.
KINI	Contracts Invoice By Vendor Number Screen: The purpose of the Contracts Invoice by Vendor Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Vendor Number. Inquire only. Access will be granted to those users with proper authority.
KINV	Contract Invoice/Payment Screen: The Contract Invoice/Payment screen provides for add, change, delete and inquiry of basic contract invoice/payment information. Access is granted only to those contracts for which the user has security access.
KLBL	Contract Labels Screen: The purpose of the Contract Labels screen is to provide the user with the capability to create and maintain contract header demographic labels for the document type specified. Access is granted only to those agencies for which the user has security access.
KLDL	Contract Line Demographics Labels Screen: The purpose of the Contract Line Demographics Labels screen is to provide the user with the capability to maintain contract line demographics labels for identification of demographic data to be captured for a contract line. Access is granted only to those agencies for which the user has security access.
KLDM	Contact Line Demographics Data Screen: The purpose of the Contract Line Demographics Data screen is to provide the user with the capability to maintain contract line demographics data to be captured for a contract line. Access is granted only to those contracts for which the user has security access.
KMOD	Contract Line Item Description Change Screen: The purpose of the Contract Line Item Description Change screen is to allow the user to make inquiries to the commodity specification changes for a given contract. These changes will be used by the system in place of commodity specifications for any further processing of this contract. Access to this screen is granted only to those contracts for which the user has security access.
KNKN	Contracts By Prior Contract Number Screen: The purpose of the Contracts by Prior Contract Number screen is to provide the user with the ability to inquire the old contract number and find the new contract number in CFMS. Access is granted only to those contracts for which the user has security access.
KNPI	Contract Non-Payable Invoice/Payment Screen: The purpose of the Contract Non-Payable is to provide the user with the ability to add, change, delete and inquiry of basic non-payable invoice/payment information. Access is granted only to those contracts for which the user has security access.

- KNTE Contract Notes Screen:** The purpose of the Contract Notes screen is to provide the user with the capability to record notes about a given contract. The text format is free form and can be used in any manner that the user desires. Use of this screen would normally be to record information about the contract in general, e.g., buyer notes, etc. Such information would not normally be found in other text areas. KNTE should be considered an electronic notepad for use by the person administering the contract. Access is granted to those contracts for which the user has security access.
- KODM Contracts Header Demographics Data Screen:** The purpose of the Contract Header Demographics Data screen is to provide the user with the capability to maintain data for the contract header record. Security is based on contracting agency or contracting agency and access is limited to those users having the proper access.
- KOFY Contract Fiscal Year Not To Exceed Amounts Screen:** The purpose of the Contract Fiscal Year Not To Exceed Amounts screen is to provide the user with the capability of adding and maintaining contract fiscal year not to exceed amounts, inquiring balance and payment information for the fiscal year. Security is based on contracting agency or contracting agency and access is limited to those users having the proper access.
- KOF2 Encumbrances, Payments, Adjustments Balances Screen:** The purpose of the Encumbrances, Payments, Adjustments Balances screen is to provide the user with the capability of inquiring encumbrance and payment information by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.
- KOF3 FY Retainage, Advance, and Deferred Compensation Amounts Screen:** The purpose of the FY Retainage, Advance, and Deferred Compensation Amounts screen is to provide the user with the capability of establishing retainage, recoupment, and deferred compensation not to exceed amounts and inquiring retainage, recoupment, and deferred compensation by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.
- KOF4 Advances, Retainage, Recoupment Balances Screen:** The purpose of the Advances, Retainage, Recoupment Balances screen is to provide the user with the capability of inquiring advanced amounts, recoupment collected amounts, advance balances, retainage held, retainage paid, and retainage balances by fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.
- KOFC Contract Fiscal Year Conversion Screen:** The purpose of the Contract Fiscal Year Conversion screen is to provide the user with the capability to adjust fiscal year information for conversion purposes. Security is based on contracting agency and access is limited to those users having the proper access. Access will be restricted to the conversion period only.

KPAG	Contract Payment Accounting Distribution - Multiple Screen: The purpose of the Contract Payment Accounting Distribution - Multiple screen is to provide the ability to record multiple contract payments to the accounting distributions specified. This screen will only display and provide maintenance of original KACG record amounts which have successfully processed through accounting for the related KINV record's fiscal year. The user may enter multiple accounting distribution payment amounts on the KPAG screen. The KINV payment amount must equal the amount of all account distribution amounts entered (KPAGs). Access is granted only to those contracts for which the user has security access.
KPA2	Contract Payment Accounting Distribution - Single Screen: The purpose of the Contract Payment Accounting Distribution - Single screen is to provide the ability to inquire the details of a contract payment accounting distribution record, to change the status of one of these records, or to establish a contract payment amount for the accounting distribution record. Access is granted only to those contracts for which the user has security access.
KPAS	Contract Payments By Agency and Status Code Screen: The purpose of the Contract Payments by Agency and Status Code screen is to provide the user with a list of contract payments by agency and status code. Should further detail be required, the user can leaf to the desired KINV record with the proper security access.
KPER	Contract Vendor Performance Screen: The Contract Vendor Performance screen provides for change and inquiry of vendor performance information. Access is granted only to those contracts for which the user has security access.
KPVN	Contract Payment By Payment Voucher Number Screen: The purpose of the Contract Payment by Payment Voucher Number screen is to provide the user with a contract number and vendor invoice number by payment voucher number. Should further detail be required, the user can leaf to the desired KINV record if he has the proper security access.
KSCD	Payments/Retainage Schedule Screen: The purpose of the Payments/Retainage Schedule screen is to provide the user with the capability to enter and maintain monthly payment and retainage information and to inquire amounts paid and retained by month for the fiscal year. Security is based on contracting agency and access is limited to those users having the proper access.
KSC2	Recoupment/Deferred Compensation Schedule Screen: The purpose of the Recoupment/Deferred Compensation Schedule screen is to provide the user with the capability to enter and maintain monthly recoupment and deferred compensation information and to inquire recoupment amounts collected and deferred compensation amounts paid by month for the fiscal year. Security is based on contracting agency and access limited to those users having the proper access.
KSTA	Contract Inquiry By Status Code Screen: The purpose of the Contract Inquiry by Status Code screen is to provide the user with a list of contracts and their titles and change dates for the status code specified. Access is granted only to those contracts for which the user has security access.

KSTC	Contract Change By Status Code And Change Number Screen: The purpose of the Contract Change by Status Code and Change Number screen is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the contracting agency and the buyers code. Should further detail be required, the user can leaf to the desired KCHG record if he has the correct security access.
KTLE	Contract Inquiry By Contract Title Screen: The purpose of the Contract Inquiry by Contract Title screen is to provide the user with a list of contracts with title matching the one specified. The contract list includes the contract status and its change date. Access is granted only to those contracts for which the user has security access.
KTNO	Contract Inquiry By T-Number Screen: The purpose of the Contract Inquiry by T-Number screen is to provide the user with a list of contracts by T-Number. The contract list includes the contract status, vendor name, expiration date and its reprourement date. Access is granted only to those contracts for which the user has security access.
KTN2	Contract Inquiry By T-Number Table #2 Screen: The purpose of the Contract Inquiry by T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Access is granted only to those contracts for which the user has security access.
KVIN	Invoices By Agency, Contract Number and Vendor Invoice Number: The purpose of the Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.
KVNO	Contracts By Vendor Number Screen: The purpose of the Contracts by Vendor Number screen is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract screen and obtain whatever detail is required.
ORPT	Online Report Submission Screen: The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK8s) as needed. The requested reports will display in the report distribution system.
RPT2	Online Report Submission Continuation Screen: The purpose of the Online Report Submission Continuation screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK11s) as needed. The requested reports will display in the report distribution system.